



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Department of Transportation Office of Traffic Engineering and Safety 2 Capitol Square Atlanta, Georgia 30334	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number <b>76-296</b>	
Application Number			Date Received AUG 26 1976	Date Completed SEP - 8 1976
2. Person to Contact Roy Morgan		Working Title CE	Telephone Number 656-5423	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest      Latest 1954      Date		5. Records Series Title (followed by title used in office, if different) Speed Zone Order Files		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Office of Traffic Engineering and Safety is responsible for monitoring efficiency and safety of the State Highway System and where appropriate, off system facilities. This Office is responsible for recommending programs for improving efficiency and safety of the Highway System. In addition, this Office is responsible for administering the program of driveway permits.				
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:      the establishing of speed zones on state routes, county roads and city streets.  Included are:      radar speed study reports; "Speed Zone Survey Field Sheets" (no form no.); copies of official Speed Zone Orders; requests for erection of speed limit signs; and related correspondence.   File is arranged:      Alphabetically by county; thereunder by city.				
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>15</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>5</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Ordinances <sup>are</sup> effective until rescinded
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	SEE ITEM 14 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	10(d) _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) Upon issuance of speed zone order, remove from pending file and place in established speed zone file; hold in current files area until rescinded, superseded or no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8/26/76	<i>Richard P. Heimerich</i>	Aug 20, 1976
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee		<i>[Signature]</i>	9-7-76
Secretary of State/Designee		<i>Carroll Hew</i>	9-1-76
Attorney General/Designee		<i>Al H. Hill</i>	9-7-76